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ABSTRACT

A definition of a pamphlet and a brief discussion of user accessibility to the Bracken Library Reference Service pamphlet collection at Ball state University (Indiana), are followed by the Selection Policy's guidelines, which are designed to ensure a consistent pattern of pamphlet selection. These guidelines cover types of materials to be collected, ordering procedures, budget, suggested sources, the publisher and cost file, the source file, and weeding. The Procedures Policy then identifies the location of the vertical file; describes the vertical file cabinets, manila folders, and hanging folders; discusses the indexes to the file; and includes procedures for the classification, processing, circulation, and discharge of materials. Reproductions of four forms used in the administration of the vertical file are provided. (KM)

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VERTICAL FILE SELECTION POLICY AND PROCEDURE POLICY MANUAL

The Vertical File Selection Policy and Procedures Policy Manual is composed of two parts:

1. The Selection Policy and

2. The Procedures Policy.

The paging is continuous for both parts.

Prepared by:

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February, 1986

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Bracken Library
Ball State University
Muncie, Indiana 47306

PART 1: VERTICAL FILE SELECTION POLICY

Reference Service

A formal definition of a pamphlet is given as being "A non-periodical of at least five but not more than 48 pages, exclusive of the cover pages. It usually has an independent entity, not being a serial, but it may be one of a series of publications having a similarity of format or subject matter." (The Librarians' Glossary L. M. Harrod, Compiler; Seminar Press, 1971; p. 478). This definition is only a guidepost and does not dictate or limit the policy so prescribed by Ball State University Library, Reference Service.

The accessibility of pamphlets to users in a concentrated collection in Reference Service is, first and foremost, the primary consideration of overall vertical file policy. Pamphlets sought for acquisition should possess either one or more of the following attributes: vital, significant, scholarly, substantial, current, and timely. The material should be keyed to the interest of the students and faculty and should be updated and kept current.

The vertical file should not be deprived of any pamphlet of current value even if it has historical value. If the material is worthy of becoming a part of the permanent collection, a duplicate copy should be ordered by Requisitions Service for cataloging. This can be done at the time the pamphlets are scanned by the Chief Bibliographer.

In order to follow a consistent pattern of pamphlet selection, the following directions should be practiced:

CONSIDERATION OF TYPES OF MATERIALS

1) Ordinarily, cataloged material is not included. However, there are exceptions, these being:

   a) Editorial Research Reports are added to the Vertical File at the time the semi-annual accumulation of weekly reports is cataloged and placed in the the reference collection as a bound reference work which does not circulate.

   b) Government Publications (cataloged by Su Doc classification number and not included in the main card catalog) of a pamphlet nature should be included in the vertical file for the following reasons:

      Only FREE GP pamphlets from the various federal agencies pertinent to the subject needs of vertical file users are placed in the vertical file. They do not in any way affect the collection development of Government Publications Service.

GPs of a pamphlet nature contained in the vertical file can circulate, whereas circulation is not possible for those contained in Government Publications Service.

GPs are more easily located by users in the vertical file. Indexes and the help of a professional are not required.

c) Paperbacks, 48 pages or less, should be considered for acquisition.

d) No bound books. Some annual reports of corporations are occasional included in the Vertical File collection.

e) Material so substantial in size as to be too bulky for containment in the vertical file folders should be excluded. Limitation of 100 pages, ordinarily.

f) Unsolicited gifts from other areas of the library, the campus, or from off-campus, if impractical, should not be included.

g) For the most part, original material should be included. However, reprints of magazine articles, particularly if free and on a popular subject, are acceptable. Listings in the Vertical File Index of issues of the Congressional Digest and Vital Issues that cover a single subject are includable.

2) When ordering from the Vertical File Index, these are publications to eliminate for selection.

a) Government publications if not free.
b) Editorial Research Reports.
c) Yale Reports. (ordered by subscription)
d) Headline Series.
e) American University Field Staff publications. (Cataloged)
f) Massachusetts Correctional Association publications (Standing Order)
g) Interpreter Releases. (Cataloged)
h) Occasional Papers that have been previously cataloged by Cataloging Service.
i) Ordinarily no pamphlet costing more than $10.

Order Procedure

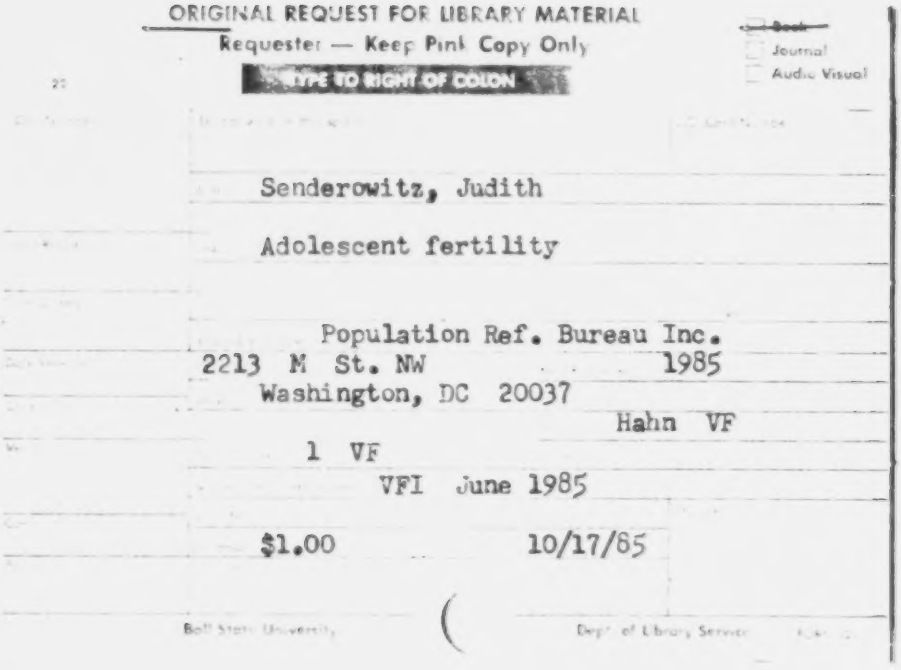
1) The standard book order form (L2) is used to order pamphlets. The order requests will be sent directly to the Acquisitions librarian. The pink copy of the order form will be retained by the reference librarian in charge of the vertical file until the material is received or cancelled. (Sample form is filled out and attached.)

- Vertical File Selection Policy, Reference Services

ORDER PROCEDURE (Continued)

Upon receipt of materials, no pamphlet will be routed to any other Service of the library without consultation with the reference librarian. The yellow slips will be returned to Reference Service on any materials sent elsewhere.

Anyone desiring to request vertical file material should submit the order to the reference librarian in charge of the vertical file.



ORIGINAL REQUEST FOR LIBRARY MATERIAL
Requester — Keep Pink Copy Only
TYPE TO RIGHT OF COLON

Book
Journal
Audio Visual

Senderowitz, Judith

Adolescent fertility

Population Ref. Bureau Inc.
2213 M St. NW 1985
Washington, DC 20037
Hahn VF

1 VF
VFI June 1985

$1.00 10/17/85

Ball State University Dept. of Library Services

BEST COPY AVAILABLE

2) Form L-16 will be used to order free materials. If more space is required than that offered on the postal card (L-16), a letterhead will be used. (Sample of form L-16 is appended below).

Reference Service
Bracken Library
Ball State University
Muncie, Indiana 47306

Gentlemen:

At your convenience, we should be pleased to receive the material listed below if no charge is involved. Otherwise, please notify us of charges prior to forwarding material.

Points at issue; a bookseller looks at bibliography

Vertical File Index, January 1985.

Requested by Service Area Doyne M. Hahn Reference Services Librarian

Form L-16. Rev. 1-78

BUDGET

Until further consideration is given to the budget for vertical file material, the annual stipulation for expenditures for pamphlet material will be about $500. Pamphlets should usually not exceed $10 in price.

SUGGESTED SOURCES

1) Price lists of institutions of all kinds publishing pamphlet material.

2) The Encyclo dia of Associations is often consulted and resources tapped, suc s the American Dental Association.

3) Miscellaneous bibliographies found in pamphlets and books.

4) Books on Free Material. Consult card catalog under Free Material

5) Consult series of books published by the Educator's Progress Service, Randolph, Wisconsin.

- Vertical File Selection Policy, Reference Services

SUGGESTED SOURCES (Continued)

6) P. A. I. S. Bulletin

7) Changing Times Magazine (Things to Write for)

8) Library Journal (Check list)

9) Vertical File Index

10) Wilson Library Bulletin (Write for these)

11) VF Publisher and Cost File

12) VF Source File

13) Telephone calls to local and state institutions for certain publications, such as the Muncie City Budget published by the City Controller's Office.

14) World-Wide Chamber of Commerce Directory

PUBLISHER AND COST FILE

A Publisher and Cost File is being developed on a rolodex which is housed in the office of the Reference Librarian in charge of the Vertical File. It is arranged by subject, i.e., by subjects as they appear on the Master Subject Index. Only those items which cost (are not free) are entered under the subject with the necessary bibliographic information. In addition, the title, the V.F. control number and the price are recorded. This is necessary to have this record in order to process overdues and/or lost items for which a user may have to be fined.

SOURCE FILE

The Source File is arranged alphabetically by name of publisher indicating under what subjects each publishes pamphlet material. This is a source of free and/or inexpensive material and is separate from the Publisher and Cost File. This is also housed in the office of the Reference Librarian in charge of the Vertical File on an rolodex format.

WEEDING OF THE VERTICAL FILE

Weeding of the Vertical File collection is now done on annual basis early in the calendar year, as early as January 1 but not later than March 31. This allows the preparation of the necessary statistics before the end of the library statistical record year, the twelve (12) month period from mid May of the current year to mid May of the following year. In addition to completing the weeding early in the calendar year, necessary physical adjustments may be made to the Vertical File.

- Vertical File Selection Policy, Reference Services

WEEDING OF THE VERTICAL FILE (Continued)

Guidelines for Weeding: primarily the removal of materials which are obsolete, or are in poor condition; or contain obvious mistakes in content; or are updated by new information.

PART II: VERTICAL FILE PROCEDURES POLICY

Reference Services

IDENTIFICATION

The vertical file consists of 23 four-drawer cabinets housed in the Reference Services area against the west brick wall in the north west area of the Reference Services.

CABINET PROFILE

A. The vertical file cabinets, manila folders, and hanging folders are all legal size.

1. The manila folders have a tab of two-fifths cut, to right of center.

2. All manila folders are stamped in red in two place (on the extreme upper left-hand corner and on the bottom center of the inner left fold) with the inscription: ATTENTION! TEN ITEMS OF ANY ONE SUBJECT MAY BE CHARGED AT A GIVEN TIME FOR A PERIOD OF ONE WEEK. MATERIAL MAY BE RENEWED ONCE. USERS ARE ASKED NOT REFILE PAMPHLETS AND FOLDERS. THANK YOU.

3. The hanging folders are Pendaflex. Three and one-half inch tabs are used and and they are inserted in Slot #6 of the hanging folders. An effort is made to keep all SEE AND SEE ALSO tabs to the extreme left-hand side of the hanging folders.

4. The hanging folders are linked together by Pendaflex links.

B. The arrangement of folders is by subject in alphabetical order.

INDEXES TO VERTICAL FILE

A. A rolodex, carrying cards 2¼" x 4", is used for a combination Master Index and Authority File. This rolodex is housed in the Office of the librarian in charge of the Vertical File. A typed--word processor produced--copy of the Master Index is located at the Reference Services Counter in the center organizer with two additional copies placed on the top of the Vertical File cabinets for the library users. A Sample card is attached, illustrating placement of subject on card and authority fixture.

Cruelty to Children

SEE card from Battered Children
SEE card from Child Abuse

- Vertical File Procedures Policy, Reference Services

INDEXES TO VERTICAL FILE (Continued)

B. The hanging folders, which are not removable by the user, self-index the collection. Although a manila folder may be removed, the tab of the permanently-affixed hanging folder indicates whether or not a particular subject is stocked.

CLASSIFICATION

A. Library of Congress Subject Headings is used whenever plausible.

B. When a more specific subject heading is required than that offered by LC, periodical indexes particularly suited to the subject are consulted. For example, the Education Index is consulted for pamphlets on educational innovations, or experimental and alternative schools.

C. The authority for the names of countries is The Statesman's Year-Book.

D. Subject Policy on Geographical Locations:

1. Pamphlets concerning any facet of a country or city's activities or characteristics are filed under the location, rather than under the facet with a subdivision indicating geographical location. For example, EDUCATION - GERMANY generally unless there was an extensive amount of material on education, in which event a folder would be established GERMANY - EDUCATION.

2. When there is material to fill more than one folder on a particular subject, the folders are numbered on the extreme right hand corner of the label, F-1, F-2, etc.

PROCESSING

A. The subject assigned to a pamphlet is typed in red capital letters and underlined on a white self-Adhesive Address Label. Under the the underlined subject heading, a serial number is assigned.

1. The serial number is selected from a number sheet, prepared by Reference Service. The number sheet is based on sequential numbering beginning with number 1 and running as high as necessary for a given calendar year. Numbering of items received for processing begins anew each January 1 and ends with December 31. As each number on the sheet is used, it is scratched. Thus in the example below, 86-10 indicates this is 10th item received in 1986. The next item added to the Vertical file would be numbered 86-11, etc. This numbering does not indicate publication date. It also makes the processing of material faster because the librarian does not need to look for publication dates--often hidden or nonexistent on pamphlet materials.

CRUELTY TO CHILDREN

10 86-10

- Vertical File Procedures Policy, Reference Services

PROCESSING (Continued)

2. After the label is typed, it is adhered to the extreme upper left-hand corner of the pamphlet.

3. A blank label is adhered to the extreme lower right-hand corner. It is then stamped with a rubber stamp in red which reads:

VERTICAL FILE
Ball State University Library
Reference Service

4. Almost all the typing required for the ordering and physical processing of Vertical File materials is one of the duties of the Vertical File Student Assistant. This student is assigned to the Reference Librarian in charge of the Vertical File for five (5) hours per week.

- Vertical File Procedures Policy, Reference Service

CIRCULATION

A. A charge card is filled out for every subject charged by a user. Ten items may be charged at one time from any one subject. Multiple subjects may be charge at one time. Materials are charged from the Reference Services Counter.

1. Beneath the subject, the serial numbers of the various pamphlets charged are recorded.

2. Other items recorded are: the student's ID number, due date, and the initials of the person charging the material.

3. Pamphlets are handed to the user in a large manila envelope with the users name and ID number; the number of items per subject charged; the name of the subject charged; the due date of the items charged; and the initials of the person charging the materials. A blue sheet with the circulation fines policies is also placed in the manila envelope. Pamphlets should be returned in the manila envelope and returned to the Reference Services Counter.

4. All pamphlets are charged for one week, with one renewal possible. A second renewal is possible, but not encouraged.

VERTICAL FILE MATERIAL

SUBJECT Automobile Safety Belts

List items by serial number.

Only ONE subject per card.

85 - 1241
86 - 10
84 - 238
84 - 2020

Name Smith, Ann Margaret

ID 110-01-0011 In. Grad

Date Due

Renewal Date

Form L65
rev. 2/79 dmh

- Vertical File Procedures Policy, Reference Services

DISCHARGING

Discharging VF material is assigned to one student assistant only. The material is removed from one envelope at a time, the serial numbers returned are crossed off the subject card. The cards are then filled in the discharge file under its respective subject. Discharged pamphlets are refiled.

Prepared by Doyne M. Hahn
Reference Services Librarian

February, 1986

WP: LC